



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

CORRECTIONS EDUCATION SPECIALIST II

Job Number: 20000669

Job Code: 22650V161016

Job Group: 2200 - CORRECTIONS

Job Established: 06/16/2010

Job Revised: 10/16/2016

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides assessment and targeted instruction services to inmates in state correctional facilities; prepares lesson plans; reports on student's attainment and progress; assists with federal and state assessment; provides guidance to Corrections Education Specialist I's; coordinates special programs; promotes education within Adult Institutions during inmate orientation and to the general population; and performs other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a Master's Degree in education (academic or vocational).

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides targeted instruction services in adult basic education, English as a second language (ESL), high school equivalency or high school diploma (for qualified students) to adult inmates within a correctional facility. Assesses students in a variety of methodologies. Conducts performance appraisals on Corrections Education Specialist I's. Prepares lesson plans, maintains records and reports on student's attainment and progress. Develops curriculum and administers student assessment and reports. Provides advising services to students and makes appropriate referrals where applicable. Maintains order and discipline. Participates in professional development activities to improve teaching skills and technological experience. Attends educational staff meetings. Responsible for the school's education American Correctional Association files.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting within a correctional institution.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.